


APPENDICES

Appendix A: TA View Plan screen Function Menu options

The TA View Plan **Menu** (Function Menu) contains the same functions as the toolbar icons, as well as additional options. Some of the menu options have been disabled in Landonline.

Menu Option	Sub Options and Descriptions
File	<ul style="list-style-type: none"> • Close - closes the Image Viewer. • Save Copy As... - displays the Save Copy As window to save the image copy to a file on your computer. This option is also available in the right mouse menu. • Page Setup - displays the Page Setup screen to set up a page size and orientation for printing the image. • Print... - displays the Print screen to print the image. This option is also available in the right mouse menu. • Properties - displays the properties of the image.
Edit	This function is not available in Landonline.
View	<p>Select each viewing option you require. The option is active when there is a tick (✓) in front of the name (eg ✓ Thumbnails). The last three viewing options in this menu display a viewing window. You can change the size of the Magnifier and Overview windows to suit your requirements.</p> <ul style="list-style-type: none"> • Pixel Information - displays a window to view pixel information for the image. • Magnifier - displays a window in which to magnify the selected area of the image. Select the magnification you require and move the cursor over the area of the image to display the same information in the Magnifier window increased in size. • Overview - displays a window in which the whole image displays.
Thumbnail	<ul style="list-style-type: none"> • Regenerate Selected Thumbnails - regenerates the selected thumbnail(s) to the original full Image View for the page. • Regenerate All Thumbnails - regenerates thumbnails for all pages in the current file. • Make a Thumbnail - creates a thumbnail of the area defined by the  (Rectangle Selection). This option is also available in the right mouse menu.
Page	<ul style="list-style-type: none"> • First - displays the first image page. • Previous - displays the previous page. • Go To... - displays a window to type the number of the page to display. • Next - displays the next page. • Last - displays the last page. • Go Back - returns you to the last page you displayed.
Image	<ul style="list-style-type: none"> • Zoom In - immediately zooms in to decrease the scale of the image. • Zoom Out - immediately zooms out to increase the scale of the image. • Fit To Window - fits the complete image to the size of the window. • Fit to Width - fits the width of the image to the size of the window. • Fit to Height - fits the height of the image to the size of the window. • Invert - reverses the colour of the image to white on black or black on white. • Rotate Left - rotates the image 90 degrees to the left. • Flip - flips the image 180 degrees. • Rotate Right - rotates the image 90 degrees to the right.

Menu Option	Sub Options and Descriptions
Tool	<ul style="list-style-type: none"> • Dragging - drags the image in any direction. • Zoom In - zooms in to decrease the scale of the image. Each time you click the image it displays larger. • Zoom Out - zooms out to increase the scale of the image. Each time you click the image it displays smaller. • Rectangle Selection - select a rectangular area of the image to print or copy to the clipboard. • Zoom Area - zooms in to an area of the image you select. • Annotation Selection - This function is not available in Landonline.

Table A-1 TA View Plan screen Function Menu options

Appendix B: Details of generated plans

Landonline generates plans for the *e-survey* from the layout sheets. The generated plans include CSD Plan pages, Title Plan pages and Title Diagram pages. These products can be viewed in Searches once the *e-survey* has been registered.

CSD Plan pages

Content	Details
CSD Plan header	Structured text details for the <i>e-survey</i> that form part of the CSD Plan.
Mark and Observation list	A list of all marks and observations recorded in the <i>e-survey</i> .
Schedule / Memorandum	If applicable. This is a scanned .tiff image attached as a Schedule/Memorandum type of supporting document.
Unit Entitlement and Valuers Certification	If applicable. This is a scanned .tiff image attached as a Unit Entitlement and Valuers Certification type of supporting document.
Occupation diagram	If applicable. This is a scanned .tiff image attached as an Occupation diagram type of supporting document.
Survey Graphic	<ul style="list-style-type: none"> Survey System Generated Diagram. User defined detail survey diagrams.
Title Graphic	<ul style="list-style-type: none"> Primary System Generated Diagram (Primary parcels). Non Primary System Generated Diagram (Non-primary parcels). User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a Plan Graphic type of supporting document.

Title Plan pages

Content	Details
Title Plan header	Structured text details for the <i>e-survey</i> that form part of the Title Plan.
Schedule / Memorandum	If applicable. This is a scanned .tiff image attached as a Schedule or Memorandum type of supporting document
Unit Entitlement and Valuers Certification	If applicable. This is a scanned .tiff image attached as a Unit Entitlement and Valuers Certification type of supporting document.
Title Graphic (reduced information)	<ul style="list-style-type: none"> Primary System Generated Diagram (Primary parcels). Non Primary System Generated Diagram (Non-primary parcels). User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a as a Plan Graphic type of supporting document.

Title Diagram pages

Content	Details
Title Graphic (reduced information)	<ul style="list-style-type: none"> Primary System Generated Diagram (Primary parcels). Non Primary System Generated Diagram (Non-primary parcels). User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a as a Plan Graphic type of supporting document.

Note: The Title Diagram is the image attached to a title. To view the Title Diagram you will have to search for the title in **Searches**, add it to the tree and view from there.

Appendix C: TA *e-certification* supporting document types

This lists supporting document types you can select in the Record Supporting Document screen and their purpose or intent.

Document	Intent or Purpose
Schedule/Memorandum	The required lists of identified areas in a TA <i>e-certification</i> work. For example, covenants, easements (proposed, in gross, memorandum, existing) legalisation parcels.
Territorial Authority (TA) Certificate	Certification from a TA to attach to a TA <i>e-certification</i> work.
Territorial Authority (TA) Certification Plan Image	Scanned image of a plan to attach to a TA <i>e-certification</i> work.

Table C-1 TA *e-certification* supporting document types

Appendix D: TA *e-certification* status

TA <i>e-certification</i> Status	Description
No Created	The TA has been associated to the survey. No certificates of packages have been created.
Created	TA user or surveyor has created the TA <i>e-certification</i> content (ie certificates and packages).
Pending TA Approval	Surveyor has notified the TA about the TA <i>e-certification</i> , but a TA user has not yet been assigned the work.
Under Action	TA user has been assigned the work, but some packages are not yet signed.
On Hold	The assigned user has temporarily halted work on the TA <i>e-certification</i> .
Complete	The TA user has digitally signed all packages in the TA <i>e-certification</i> .

Table D-1 TA *e-certification* status

Appendix E: TA e-certification package and certificate status

Certificate status

Certificate Status	Description
Created	TA user or Surveyor has created the package.
Signed	TA has signed the package.

Table E-1 Certification status

Package status

Package Status	Description
Created	TA user or Surveyor has created the package.
Pending TA Approval	Surveyor has notified the TA that the certificate is ready for signing.
Certified	TA user has certified the certificate.

Table E-2 Package status

Appendix F: TA Certification screen information

TA Certification screen

Field and Button	Action
Survey Details	Landonline displays detail of the survey awaiting TA <i>e-certification</i> (ie Survey Number, Survey Status, Surveyor Reference and Survey Purpose).
Search...	Click to display the Find Work/Request screen.
View Plan...	Click to display the TA View Plan screen to view an image of the plan. Title Plan and CSD Plan images display for an <i>e-survey</i> . Title and Survey sheets display for a paper plan.
TA Reference	TA's Resource Consent reference for the survey.
Assigned User	Landonline displays the name of the TA user currently working on the TA <i>e-certification</i> . The survey must be assigned to a TA user before any work can be performed in the TA <i>e-certification</i> .
Search...	Click to display the External Search screen to search for a TA user within your firm.
TA Certification Status	Landonline displays the status of the TA <i>e-certification</i> . For more information, see Appendix D: TA <i>e-certification</i> status.
TA Name	Landonline displays the name of the TA firm
On Hold	Click to change the TA <i>e-certification</i> Status to On Hold. Once clicked, the name of the button changes to Off Hold.
Off Hold	Click to change the TA <i>e-certification</i> Status to Under Action. Once clicked, the name of the button changes to On Hold.

Table F-1 TA Certification screen

TA Certification tab

Field and Button	Action
Package Name	Landonline displays the name of the package.
Status	Status of the package. <ul style="list-style-type: none"> Created - surveyor or TA user has created the package. Signed - TA has signed the package.
Signed By	Name of the user who signed the package. You must have the Sign TA <i>e-certification</i> privilege to sign a package.
Signed Date/Time	Date and time the package was signed.
Sign	Click to display screens to: <ul style="list-style-type: none"> View the TA Approvals form enter your password unlock your digital certificate file to sign the package.
Prepare	Click to display the Manage TA Certification screen to select certificates, enter values for certificates and assign them to the relevant package.
Certificate Description	Description of the certificate in the package.
Status	Status of the certificate in the package. <ul style="list-style-type: none"> Created - surveyor or TA user has created the certificate. Pending TA Approval - Surveyor has notified the TA about the certificate (after creating a new certificate). Certified - TA has certified the certificate.
Certificate Text	Landonline displays the complete text for the selected certificate in the package.
Certify	Click to change the status of the selected certificate to Certified.

Table F-2 TA Certification screen – TA Certification tab

Annotations tab

Field and Button	Action
Annotation History	Landonline displays comments previously added for the transaction including the date and User Id.
New Annotations	Type any comments about the transaction.
Add	Click to add your comments in New Annotations under any pervious comments in Annotations History.

Table F-3 TA Certification screen – Annotations tab

Supporting Documents tab

Field and Button	Action
Type	Landonline displays the type of supporting document.
File Name	Landonline displays the file name of the supporting document.
Comments	Landonline displays any comments added for the supporting document in the Record Supporting Document screen.
Lodged	Landonline displays the date and time the supporting document was lodged.
Status	Landonline displays the status of the supporting document.
Add/Edit	Click to display the Record Supporting Document screen to add a TA supporting document.
View	Click to display the image of the selected supporting document.

Table F-4 TA Certification screen – Supporting Documents tab

Appendix G: Manage TA Certification screen

Field and Button	Action
Selected Certificates	Landonline displays the list of TA <i>e-certification</i> packages. Expand the tree to view certificates in each package.
Add Certificates	Click to add the selected certificate(s) to the selected package.
Delete Certificate	Click to delete the selected certificate from the package.
Create Package	Click to create a new TA <i>e-certification</i> package.
Delete Package	Click to delete the selected TA <i>e-certification</i> package and its certificates.
Move Up	Click to move the certificate up one position in the package.
Move Down	Click to move the certificate down one position in the package.
All Certificates	Landonline displays all current certificates available for selection. <ul style="list-style-type: none"> Name - short name for each certificate. Description - description of each certificate.
Certificate Fields	Landonline displays predefined field(s) you can edit in the selected certificate: <ul style="list-style-type: none"> Field Name - the name of the field. Field Value - enter the value to display in the certificate.
Certificate Preview	Landonline displays the complete text that will display on the certificate.

Table G-1 Manage TA Certification screen

Appendix H: Other TA *e-certification* screens

Find Work/Request screen

Field and Button	Action
TA Certification Work	Select to search for TA <i>e-certification</i> work in Workspace.
Request	Select to search for requests in Workspace.
TA Reference	Type the TA reference for the survey or request. You can use a wildcard search in this field.
Survey Number	Type the number of the survey (eg LT 312345). If you type this number, you don't need to enter any other criteria in the screen. When using this screen to search for details of a paper plan to display in the TA Certification screen must type the exact number of the plan in this field. For a request, enter the number of the survey linked to the request.
Surveyor	Type the user Id of a surveyor. If you don't know the user Id, click Search... and select the surveyor's name. Only displays for the TA Certification Work option.
Search...	Click to display the External Search screen to search for a surveyor. Only displays for the TA Certification Work option.
TA Certification Status	Select the status of the TA <i>e-certification</i> . Only displays for the TA Certification Work option.
Request Id	Enter the number of the request. If you type this number you don't need to enter any other criteria. Only displays for the Request option.
Contact Person	Select the name of the contact person for the request from the drop down list. Only displays for the Request option.
Search Now	Click to search for TA work or requests based on your criteria.
New Search	Click to clear the screen to enter new search criteria.
Select	If you are in Workspace, click to display the selected TA work or request in the Workspace tree. If you are in the TA Certification screen, click to display details of the TA Work for the selected survey.
Search Results	Landonline displays surveys or requests based on your search criteria.

Table H-1 Find Work/Request screen

Record Supporting Document screen

Field and Button	Action
Survey Number	Landonline displays the number of the survey to which the supporting document is being attached and the land district for the survey.
Reference	A file number or client name.
Document Type	Select the type of document from the drop down list. For more information, refer to Supporting document types in Landonline Help.
Comments	Type any relevant comments about the supporting document. This is optional.
File Name	Landonline displays the file name of the supporting document attached as an image.
Added By	Displays the user Id of the person who added the supporting document.
Added by On	Displays the date which the supporting document was added.
Last Edited By	Displays the user Id of the person who last edited the supporting document.
Last Edited By On	Displays the date which the supporting document was last edited.
Supporting Document Details	The fields that display in this area change depending on the Document Type selected. Complete the details of each field listed (eg Report Date, Detail, Inspection Date).
Add...	Click to insert a row.
Attach...	Click to display a browser window to select the path and file name of the supporting document image file to attach to the survey.
Delete...	Click to delete a row and the attached supporting document.
View...	Click to display the image of the selected supporting document.

Table H-2 Record Supporting Document screen

Sign TA Certification screen

Field or Button	Action
Structured text view details	Displays details of the TA <i>e-certification</i> to be signed. If necessary, scroll to view all details.
Sign	Click to display screens to: <ul style="list-style-type: none"> enter your password unlock your digital certificate file to sign the TA <i>e-certification</i> package.
Cancel	Click to cancel signing the TA <i>e-certification</i> . Landonline returns you to the TA Certification screen.

Table H-3 Sign TA Certification screen